

SECRET

Approved For Release 2006/11/10 : CIA-RDP75-00399R000100070125-2

REPORTS INVENTORY

CONTROL NO.

093

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

CAPER-List F-Status of Other Cases in Appraisal Process

2. TYPE
OF
REPORT

STATISTICAL

NARRATIVE

☒

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

☒

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED
1--on 20th of month
4--at end of month

5. FREQUENCY (weekly, monthly, quarterly, etc.)

twice each month

6. DISTRIBUTION (No. of components not
number of copies)

1--on 20th of the month

4--at end of the month

7. FORMAT (memorandum, form
computer print-out, etc)
Computer Print-Out

8. ADP PROCESSING

☒

YES

IF YES GIVE ADP PROCESSING NO.

NO

580

9. DIRECTIVE AUTHORITY REQUIRING REPORT

(basic policy statement)

10. PREPARING COMPONENT (include lowest level
contributing information to report)OCS
(OS/SR & CD)11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

Punched Cards (SR & CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	COST PER YEAR
PUNCHED CARDS NUMBER		COST EACH			
389		.05	19.45	12	350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE			
7 (Single Copy)	.05	.35	24	8.40
21 (Multicopy)	.03	.63	24	15.12
TOTAL COSTS PER YEAR				\$373.62

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing of Other Cases pending in Appraisal, with date each case was opened in Appraisal. List used to validate manual records which, in turn, are used to validate computer listing. Total of these cases, produced in the listing, is a monthly report item for the Branch.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

☒

OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

25X8 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION

25X1

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(22-36-43)